

12065 Background.
See Dave for details.

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SECRET

OIA/TECH-39/78
30 November 1978

MEMORANDUM FOR: OIA Personnel

SUBJECT : Classification and Marking Procedures Under Executive Order 12065

1. General

Effective 1 December 1978, new procedures for classifying and marking all documents and cables are to be instituted under Executive Order 12065. The classification and associated markings on other material shall be placed by conspicuously stamping, tagging, or other means. If the material cannot be marked, written notification of the security classification and associated markings must be furnished to any recipients of the material.

This guide is intended for use by OIA personnel in conjunction with the Executive Order, [] and the NFAC Classification Guide. Of course, every conceivable situation cannot be covered here. Should reasonable doubt exist when classifying or marking a document, the TCO should be consulted.

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2. Classification Designations

Section 1-101 of Executive Order 12065 stipulates that information may be classified in one of the three designations listed below. The Order excepts that information covered in the Atomic Energy Act of 1954, as amended.

Top Secret - to be applied only to information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security.

Secret - to be applied only to information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security.

Confidential - to be applied to information, the unauthorized disclosure of which reasonably could be expected to cause identifiable damage to the national security.

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Secret

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3. Classification Requirements

The Executive Order lists six specific, broad categories of information which may be classified, and a seventh broad category for information not specifically designated but which an agency head, among others, may determine is related to national security and thus requires protection against disclosure. The categories are numbered 9a. through 9g., with the numbering keyed to the same entries in

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The user of this guide shall continue to respect the original classification decisions shown on source materials and any additional authorized markings. Thus, new material will not be assigned a classification, or duration of classification, lower than that of any identifiable source material.

4. Extension of Classification

As required by Executive Order 12065, a justification must be provided for extension of classification beyond six years or, for foreign government information, beyond thirty years.

For essentially all OIA products the justification would be that the information contained could reveal:

- a. intelligence sources or methods;
- b. vulnerability or capability;
- c. plans, operations, or activities important to national security.

5. New Portion Markings

The Executive Order makes it mandatory that each classified document indicate which of its paragraphs or other portions, including subjects and titles, are classified and which are unclassified. The symbol "(TS)" for Top Secret, "(S)" for Secret, "(C)" for Confidential, or "(U)" for Unclassified is to be placed immediately following the portion of text to which it applies. Nontextual portions of a document, such as photographs, graphs, charts, and maps, will be marked in a readily discernible manner, as will their titles.

Information containing Restricted Data or Formerly Restricted Data as defined in the Atomic Energy Act of 1954, as amended, will be marked in accordance with regulations issued by the Department of Energy pursuant to the Act. Markings will include the classification symbol and the terms RESTRICTED DATA or FORMERLY RESTRICTED DATA as appropriate.

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